



UNITED STATES DEPARTMENT OF COMMERCE
Bureau of the Census
Washington, DC 20233-0001

**DELEGATED EXAMINING UNIT
VACANCY ANNOUNCEMENT**

Vacancy Announcement Number: ASF 00-81

Opening Date: June 14, 2000

Closing Date: August 31, 2000

Position and Salary: Office Automation Clerk
GS-0326-04 (\$21,648 - \$27,381)

Promotion Potential: GS-04

Organization: Demographic Surveys Division

Duty Location: Suitland, Maryland

Type of Appointment: Competitive Service -
Career or Career-Conditional Appointment

THIS IS THE SECOND AMENDMENT TO RECRUITING BULLETIN ASF-00-81

This amendment reflects the following change to the

above announcement:

Changes the closing date from
July 31, 2000

to
August 31, 2000

All other aspects of the original announcement remain the same.



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Duty Location: Suitland, Maryland

Type of Appointment: Competitive Service - Career or Career
Conditional Appointment

Work Schedule: Full-time

Relocation Expenses will NOT be paid.

Applications will be accepted from: All sources. This is a competitive vacancy, open to all United States citizens, advertised under examining authority delegated to the Department of Commerce by the U.S. Office of Personnel Management.

DUTIES: The incumbent provides general clerical support for the office. Handles incoming and outgoing telephone calls. Receives visitors and assists them with their requests by directing them to the appropriate staff. Answers and screens telephone calls and records telephone messages for office staff. Answers routine questions relating to general work of the office and applies knowledge of routing office activity procedures. Performs routine word processing and/or typing duties for the staff. Follows appropriate Census Bureau

guidelines and manuals, types, and reviews memoranda, correspondence, drafts and reports. Reproduces and distributes materials to supervisor and staff. Arranges travel and training for staff. Prepares travel orders and vouchers. Sorts, reviews, and files correspondence so that needed documents may be retrieved without difficulty. Sorts, reviews, and distributes incoming mail to the appropriate staff. Maintains and updates office filing system so that documents may be retrieved easily. Provides quality service and maintains a positive, cooperative relationship with co-workers, supervisors, and Census Bureau employees. Maintains communication with and provides support to internal staff. Provides assistance to outside contacts and keeps supervisors apprized of the status of activities and problems as they arise.

MINIMUM QUALIFICATION REQUIREMENTS: To be minimally qualified for this position, applicants must possess valid documentation of passing the Office of Personnel Management (OPM) clerical examination (with a score of 70 or higher) and must submit it with their application/resume.

Applicants must have a typing proficiency of at least 40 words per minute. You must provide a signed and dated statement certifying typing ability over 5 minutes that show number of words per minute and number of errors.

In addition, applicants must have the experience or education below or a combination of both.

Experience: Applicants must have one year of general clerical, office, or other work experience equivalent to the GS-03 level in the Federal service. This experience should demonstrate the ability to perform clerical duties such as: providing general office support, operating a typewriter, word processor, or personal computer. This experience was gained in work such as: reviewing mail and receiving and referring telephone calls and visitors to appropriate co-workers; preparing travel orders; ordering office supplies; and maintaining office files. Assembling data, consolidating and preparing reports; using a database or spreadsheet to enter, revise, sort, calculate, and retrieve data; using graphics software to provide graphic symbols, charts, and graphs; or transmitting and receiving documents and messages electronically. You receive detailed instructions for new assignments from supervisor. You are expected to perform routine work without instructions or guidance and completed

work is reviewed for accuracy and compliance with instructions.

Education: Two years of full time academic study above high school obtained in an accredited business, secretarial or technical school, junior college, college, or university. You must submit a copy of your college transcripts - see the How To Apply section for more information.

BASIS OF RATING: Applicants who meet the qualifications stated above will be certified based on the score they received on the OPM clerical examination, plus any veterans preference entitlements.

HOW TO APPLY

You must submit a resume, Optional Application for Federal Employment (OF-612), or SF-171 plus any additional required material **for each grade level of the vacancy for which you are applying.** A complete application package for each grade level of interest must be received by the close of business (5:00 PM EST) on the closing date of the announcement. **ADDRESS TO:** U.S. Census Bureau, DEU/HRD, Room 3285-3 Stop 1407, 4700 Silver Hill Road, Washington, D.C. 20233-1407. **IF USING A CARRIER OTHER THAN THE U.S. POSTAL SERVICE, ADDRESS TO:** U.S. Census Bureau, DEU/HRD, Room 3285-3 Stop 1407, 4700 Silver Hill Road, Suitland, MD 20746. Applications may be faxed to 301-457-6824.

The following information is needed to evaluate your qualifications and determine if you meet legal requirements for Federal employment. Failure to provide this information may result in loss of consideration.

JOB INFORMATION:

- * Vacancy announcement number and title of position stated on each application.
- * Grade level of interest stated clearly on each application. You will receive consideration for the grade level indicated on your application. If you indicate multiple grade levels on a single application, you will be considered for the lowest grade indicated. If you do not state a grade level of interest on your application, you will be considered for the lowest grade advertised.

PERSONAL INFORMATION:

- * Full name, mailing address (including zip code) and day and evening phone numbers (with area code).
- * Social Security number. **(NOTE: WE CANNOT PROCESS YOUR APPLICATION WITHOUT YOUR SOCIAL SECURITY NUMBER.)**
- * Country of citizenship **(THIS FEDERAL JOB REQUIRES U.S. CITIZENSHIP)**
- * Highest Federal civilian grade held (if applicable)

EDUCATION:

- * High School - name, city, state, and date you received diploma or GED.
- * Colleges and Universities - name, city, state, majors(s), type of degree(s) received (if any), and date(s) received. YOU MUST SUBMIT A COPY OF YOUR UNDERGRADUATE/GRADUATE TRANSCRIPT(S) IF THE ANNOUNCEMENT SPECIFIES EDUCATION AS PART OF THE BASIC ENTRY REQUIREMENTS, IF YOU ARE QUALIFYING BASED ON SUBSTITUTION OF EDUCATION FOR EXPERIENCE, OR IF YOU ARE QUALIFYING BASED ON SUPERIOR ACADEMIC ACHIEVEMENT. Transcripts must show course number, title, grade, type (semester/quarter), and number of credit hours. Applicants selected for the position will be required to provide official transcripts.
- * To receive credit for education completed in foreign colleges or universities, you must show proof that such education is equivalent to education received in an accredited educational institution in the United States.

WORK EXPERIENCE: Paid and non-paid work experience related to the position. For each work experience include: Job title; Series/grade (if Federal employment); Duties and accomplishments; Employer's name and address; Supervisor's name and address; Starting and ending dates; Hours per week; Salary; and indicate if we may contact your current supervisor/employer.

OTHER QUALIFICATIONS: Job-related: training courses (title and year); skills (e.g., other languages, typing speed, computer software/hardware, tools, etc.); certificates/licenses (current); and honors, awards, and

special accomplishments (e.g., publications, memberships in professional societies, etc.)

10-POINT VETERANS' PREFERENCE: To receive 10-point veterans' preference for a service connected disability you must submit an SF-15, "Application for 10-Point Veterans' Preference" and documentary proof from the appropriate branch of the Armed Forces or the Veterans' Administration, as well as a copy of your DD-214. Applicants claiming 10-point preference who do not submit the required documentation will receive 5-point veterans' preference assuming they meet the basic veterans' preference requirements and submit the appropriate proof of military service.

5-POINT VETERANS' PREFERENCE: To receive 5-point veterans' preference, attach a copy of your DD-214. To receive preference if your service began after October 15, 1976, you must have: a Campaign Badge or Expeditionary Medal with an honorable discharge OR served on active duty during the Gulf War from August 2, 1990 - January 2, 1992, under the following conditions: honorable discharge, served a minimum of 2 years on active duty, or if a Reservist served the full period for which called to active duty (Reservists must include appropriate documentation).

APPLICANTS ON ACTIVE DUTY: Applicants on active duty claiming either 5-point or 10-point preference must show on their application that they have met the requirements for preference as outlined above and must submit appropriate proof and documentation at time of appointment.

SPECIAL NONCOMPETITIVE HIRING AUTHORITIES: For all applicants eligible for special noncompetitive authorities, submit proof of eligibility for consideration under one of the following hiring authorities. Also, indicate on the first page of your application(s) which authority you wish consideration under. Eligible applicants will be considered under both competitive examining and the special hiring authority.

Veterans Readjustment Appointment: (Can be used for positions up to GS-11.) Provide copy of DD-214.

30% Disabled Veterans' Appointment: Provide DD-214 and a certificate from the Veterans Administration dated within one year of the closing date of this announcement.

Severely Physically Handicapped Schedule A Appointment: (Applicable to permanent vacancies only): Provide a

certification of eligibility from the State Vocational Rehabilitation agency or the Veterans Administration.

Peace Corps/Vista Appointment: Show proof of such employment.

Outstanding Scholar Appointment: Provide transcript of all undergraduate course work. (This authority can only be used for specific series and job titles at the GS-5 and GS-7. Visit OPM's website at www.opm.gov for information on acceptable positions under this authority.)

OTHER IMPORTANT INFORMATION

- * Individuals who have special priority selection rights under the Agency Career Transition Assistance Program (CTAP) or the Interagency Career Transition Assistance Program (ICTAP) must be well qualified for the position to receive consideration for special priority. CTAP and ICTAP eligibles will be considered well qualified if they meet the qualifications and eligibility requirements for the position, including all medical, physical, suitability, education, experience, selective factors, and quality ranking factors for the vacant position. Federal employees seeking CTAP/ICTAP eligibility must submit proof that they meet the requirements of 5 CFR 330.605 (a) for CTAP and 5 CFR 330.704 for ICTAP. This includes a copy of the agency notice, a copy of their most recent Performance Rating and a copy of their most recent SF-50 noting current position, grade level, and duty location. Please annotate your application to reflect that you are applying as a CTAP or ICTAP eligible.
- * The Department of Commerce (DOC) does not condone or tolerate discrimination based on race, color, religion, sex, national origin, age, physical or mental disability, or sexual orientation.
- * All eligibility requirements must be met by the closing date of this announcement.
- * You will be required to complete a Declaration for Federal Employment (OF-306) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make a false statement in any part of your application, you may not be hired; or you may be

fired after you begin work; or you may be fined or jailed.

- * Anyone appointed from this announcement, including current Federal employees, may be required to serve a probationary period of one year.
- * If you are a male over age 18 who was born after December 31, 1959, you must have registered with the Selective Service System (or have an exemption) to be eligible for a Federal job.
- * Applications received in government postage-paid envelopes will not be accepted.
- * This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Human Resources Division at 301-457-3274. The decision on granting reasonable accommodation will be on a case-by-case basis.
- * For additional information about this vacancy, please contact the Delegated Examining Unit at 301-457-6852.